

~~CONFIDENTIAL~~

30 August 1972

MEMORANDUM FOR: Chief, Special Security Center

SUBJECT : Proposed "Uniform Procedures for Security Control of Non-Compartmented TOP SECRET and Sensitive Compartmented Information"

1. Reference is made to the agreement among members of the Ad Hoc Group coordinating subject procedures to amend Paragraph 6. (b) at my request to include a requirement for identifying the "outer cover" of transmitted TOP SECRET or compartmented intelligence information with a caveat to keep it out of postal channels.

2. To satisfy this requirement, I submit the following text as a substitution for the final sentence in Paragraph 6. (b) on Page 5 of Draft#3:

The outer cover shall be sealed and addressed with no indication of the classification of its contents. However, it will bear a return address and be clearly marked:

VIA COURIER - NOT TO BE TRANSMITTED
VIA U.S. POSTAL SERVICE

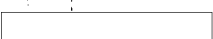

Deputy Chief for Computer Security
Physical Security Division

Distribution:

Orig & 1 - Addressee

1 - IPB File: Top Secret Control Fun

1 - IPB Chrono

OS/IPB/PhySD/ (30 August 1972)

~~CONFIDENTIAL~~

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☐ ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Regulations Control Branch

EXTENSION

NO.

DATE

24 August 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

602 C of C

This is the proposed [redacted] package, with related memos, that we talked about today. As you will see, there are still some needed revisions for clarity in the headings that go across the top of the chart. If you have any suggestions, we would be pleased to get them. Also, O/L did not respond to DDI's comment b. The main question, as we discussed, is whether the proposed revision of [redacted] will have any effect on this proposal, realizing that some of the "O's" and "R's" may be in conflict with the present [redacted] or may need clarification by use of a footnote. Could we get a quick reading on this?

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670

USE PREVIOUS EDITIONS

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SECRET

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CONFIDENTIAL

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INTERNAL USE ONLY

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UNCLASSIFIED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed [] Mail Preparation Guide (Job 6601)

FROM:

EXTENSION

NO.

Regulations Control Branch

DATE

22 February 1972

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Planning Staff, O/L
1236 Ames Bldg.

Attn: Mr. []

Attached are comments from the Intelligence Directorate on proposed [] and its attached Mail Preparation Guide.

2.

3. Chief, Regulations Control Branch
712 Magazine Building

Also, the Plans Directorate had the following questions on the Mail Preparation Guide: The Chart lists "Envelope" as being "Manila" and "Opaque". What is the difference? The Chart shows a "Mailing Address" and also a "Complete Address". What is the difference? DDP also questioned the meaning of "Comp. Apprvd Return".

4.

5.

6.

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15.

No other comments except those we discussed earlier have been received. Proposed [] states that TOP SECRET documents within Headquarters Building will be single wrapped and, single wrapped when delivered outside the Headquarters Building by TOP SECRET Control Officers other than couriers. This is in conflict with the Chart which shows double wrapping as required. Until this issue is resolved, through the coordination process, I suggest that we not publish []

Chief, Regulations Control Branch

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870 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

ADMINISTRATIVE - INTERNAL USE ONLY

9 February 1972

MEMORANDUM FOR: [REDACTED]

SUBJECT :

[REDACTED], Mail Preparation
(Job 6601)

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CRS has given me the following comments on the
proposed regulation:

- a. [REDACTED] under revision, proposes
a change to single wrap TS within
Headquarters.
- b. NATO, SEATO, and CENTO Secret documents
require a continuous receipt system
for internal transmission as well as
external.

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[REDACTED]
Deputy Chief, Administrative Staff
O/DDI

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

28 JAN 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
General Counsel
Inspector General
Director of Planning, Programming, and Budgeting

SUBJECT : [REDACTED] Mail Preparation (Job 6601)

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FOR YOUR INFORMATION

1. Attached for your information is a proposed notice initiated by the Director of Logistics. The notice, and its attachment, are designed to help employees who prepare mail for delivery through the Mail and Courier Branch to avoid many of the problems that now beset the mail delivery system.

2. We plan to send this proposed notice to the Deputy Director for Support within three workdays for authentication. Please direct any questions you may have on this proposal to [REDACTED] within this time.

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51

[REDACTED]
Chief, Support Services Staff

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Attachment
Proposed [REDACTED]

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cc: D/S
D/L
SSA-DDS

ADMINISTRATIVE
INTERNAL USE ONLY

Page Denied

17 AUG 1972

MEMORANDUM FOR: Chief, Regulations Control Branch

SUBJECT : Proposed [] Mail Preparation Guide
(Job 6601)

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1. Your comments on the cover sheet, dated 22 February 1972, concerning the differences in proposed [] and the subject cannot be resolved by this office. Proposed [] can be revised to conform with []

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STAT

2. The other questions may be answered as follows:

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a. Opaque and Manila Envelope - What is the difference?

To this, I believe samples of each will provide the most definitive answer. (See Attachment)

b. Mailing Address

This should be footnoted, "See mailing address column of Agency telephone directory."

c. Complete Address

This is listed under address but the only designations of being R (required) are under U. S. Postal Service. This can be changed to read "U. S. Postal Address".

d. Complete Approved Return

This is expressed in this way to insure the proper return address is used. Some outgoing mail can and does use "CIA, Washington, D. C. 20505". Other mail, dependent upon its origin and the cover of the sender, uses postal boxes or local street addresses. The "complete approved return" refers only to the approved return for the sending individual or activity.

STAT

[]
Assistant Chief, Logistics Services Division, OL

Att.

OL 2 10,283

ADMINISTRATIVE — INTERNAL USE ONLY

Declassified in Part - Sanitized Copy Approved for Release 2012/10/18 : CIA-RDP10T01930R000600030023-6														Outer Envelope		Postage		Class. Marking							
Type of Service	Classification of Material	Envelope										Postage		Class. Marking											
		White	Manila	Cynque	Single	Double	Off/Div/Br	Mailing Address	Agency	Internal Designation	Stop No.	Complete Address	Off/Div/Br	Mailing Address	Comp. Apprvd Return	Via Officer Courier	Via Courier	Security Legend	Document	Courier	Top Secret Courier	Request for Postage	Penalty Indicia	Registered	Inner Env. (Only)
CIA Internal	Unclassified	O	O	O	O	O	R	R				R	R					O	O						O
	Confidential	O	O	O	O	O	R	R				R	R					O	O						O
	Secret	O	O	O	O	O	R	R				R	R					O	O						O
	Top Secret	O	O	O		R	R	R				R	R		R			R		R					R
	Code Word	O	O	O		R	R	R				R	R		R			R	R						R
Other Gov't Agencies Local	Unclassified	O	O	O	O	O		R	R	R			R		O	O	O								O
	Confidential	O	O	O		R		R	R				R		R	R	O	R							R
	Secret	O	O	O		R		R	R				R		R	R	R	R							R
	Top Secret	O	O	O		R		R	R				R	R	R	R	R		R						R
	Code Word	O	O	O		R		R	R				R	R	R	R	R	R							R
U. S. Postal Service	Unclassified	O	O	O	O	O				R			R								R	3	O	O	3
	Confidential		R		R					R			R								R	3	R	R	3
	Secret		R		R					R			R								R	3	R	R	3
	Top Secret																								
	Code Word																								
		Top Secret and Code Word material <u>MUST NOT</u> be sent via U. S. Postal System!																							

O - Optional
R - Required

1 - See Office Section of Telephone Directory

2 - Property of U. S. Government
DO NOT OPEN
If found please call Washington, D. C., Collect, 351-6161

3 - Must be used with U. S. Government return address

O - Optional
R - Required

- 1 - See Office Section of Telephone Directory
2 - Property of U. S. Government
DO NOT OPEN
If found please call Washington, D. C., Collect, 351-6161
3 - Must be used with U. S. Government return address